

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF WEDNESDAY, OCTOBER 12, 2011
MINUTES APPROVED NOVEMBER 16, 2011**

CALL TO ORDER: The meeting was called to order at 7:19 p.m., with Chair Richard Matos presiding. Trustees present: Marjorie Clarke, Walter Gillette, Bonita Hansen, Michael Leonard, Patricia McGarry and Friends President Sue-Ann Uccello. Also present: Library Director Robert Simon. Absent: Karen Berger and David Owen

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: Upon a MOTION by Ms. McGarry and a SECOND by Ms. Hansen, the minutes of the regular meeting of September 14, 2011 were approved unanimously with one spelling correction (page 1, last line, "Nation" should be "National") and one rewording (page 2, New Business, last line should read "for which a fee is charged by many libraries".)

LIBRARY DIRECTOR'S REPORT: The Library Director's written report for the month of September was distributed previously. The report summarized library activities during the past month. It included a new section to show a sampling of the many questions answered by the reference librarian this month. Another new feature of the report was a simplified statistical chart which shows, for the categories listed, the numbers for the reported month compared to the previous year's same month. This is a much clearer presentation than the format used previously.

COMMUNICATIONS: There were no communications this month.

APPROVAL OF FINANCIAL REPORT: Operating Budget Report: The financial report for September was presented by the Director. The month's expenditures were \$43,271.63. **Gift Fund Report:** The gift fund balance is \$50,497.38. Upon a MOTION by Ms. McGarry and a SECOND by Mr. Gillette, the financial report for September was approved by unanimous vote.

COMMITTEE REPORTS: Friends of the Canton Public Library: President Sue-Ann Uccello reported that the book sale earned approximately \$10,500.00 - a record amount! Not all of the accounting is complete, so the figure is an approximate one. The Friends are discussing changing the location of the sale to upstairs in the Community Center, which would mean that books would not need to be hauled up and down the stairs. Friends are also planning their Holiday Sale and an additional Spring Sale on the weekend of National Library Week. They also plan to create a tree for the Festival of Trees held by the Canton Historical Society.

OLD BUSINESS: (a) **Election of New Board Vice Chair:** Upon a MOTION by Ms. Clarke and a SECOND by Ms. McGarry, Walter Gillette was elected unanimously to serve as Vice Chairman

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of the Library Board. He will fill the vacancy left by Rick Matos when he became Chair upon Lee Foley's departure. (b) **Grant Updates: Hartford Foundation for Public Giving Grant:** All hardware and software have been installed in the 15 new laptops provided by this grant. The public program component of the grant has begun. Two programs have been held and three are scheduled. **Newman's Own Foundation Grant:** With money from this grant, the library has subscribed to the readers' advisory database *NoveList Plus*. In addition, the grant will provide funding for a series of adult programs on sustainable living. The first will be on October 29. Tina Clarke will speak about "Transition Towns". On December 4, Terry Walters will speak about eating locally and eating minimally processed food. Other programs will follow in the new year. (c) **Story Time Changes:** The Director distributed a list of the new story time schedule. The changes are in response to requests from the public and include 7 regularly scheduled weekly story times and two others which are held less frequently. After-school, evening, and weekend programs are being offered. (d) **Staff Training Day:** Staff were trained in CPR and the heart defibrillator. There was a presentation on downloadable books and also a database presentation by Reference Librarian Beth Van Ness. (e) **Ideas for Community Outreach:** Ideas were discussed briefly. (f) **Chain of Command:** Tabled until November.

NEW BUSINESS: (a) Possible Re-Scheduling of November Board Meeting: Due to a professional scheduling conflict, the Director asked that the November Library Board meeting be rescheduled to November 16. Upon a MOTION by Ms. Hansen and a SECOND by Mr. Leonard, the change was agreed to unanimously.

OTHER BUSINESS: Ms McGarry raised the issue of many library computers and printers being out of order. The Director outlined the action he has taken to obtain service for the computers and his frustration at the lack of response. Chair Rick Matos will arrange for a committee of the board to meet with the Chief Administrative Officer to discuss this. Ms. Clarke requested a review of the 5-year plan so as to update the public.

ADJOURNMENT: Upon a motion by Ms. McGarry, the meeting adjourned at 8:58 p.m.

Marjorie Clarke
Secretary